S&T Personnel Demonstration Project

_Building a Position Description in the
Performance Evaluation Tool (PET)_

October 2005

Introduction: Position Descriptions (PDs) for S&T demo project positions have unique characteristics. The Performance Evaluation Tool (PET) has functionality that allows you to capture the data in a format that will be incorporated into the final position description generated by the Army's FASCLASS system. FASCLASS is a web-based automated position classification records system maintained at Headquarters, Department of Army.

Process: Building the PD in PET begins with the selection of New Position under the Admin Role. You are then prompted to begin selecting key data starting with the selection of a Job Series.

Occupational Series

The appropriate occupational series and description is selected from a listing of applicable positions for each occupational family.

Series Description

The Series Description is automatically generated based on the selected series and will appear in the body of the Position Description. The employee's occupational series is a subdivision of an occupational family. Series are assigned specific numerical codes (for example: 0318, Secretary Series, 0855 Electronic Engineering Series. Positions within a series are similar to each other with regard to subject matter, and basic knowledge and skill requirements.   A general description of the occupational series groups for each occupational family is provided below. These descriptions may be found in Part 1 of the **Handbook of Occupational Groups & Families** at http://www.opm.gov/fedclass/html/gsclass.htm

Occupational Family

The Occupational Family is automatically generated based on the selected series and will appear in the body of the Position Description.

Pay Band

Each occupational family is divided into three to five pay bands with each pay band covering the same pay range now covered by one or more GS grades.

PAY BAND CHART
Occupational Family Equivalent GS Grades

Occupational Family	Equivalent GS Grades				
E&S (DB)	GS–01—GS–04 I	GS–05—GS–11 II	GS–12—GS–14 III	GS–14—GS–15 IV	>GS–15 V
Business & Technical (DE)	GS–01—GS–04 I	GS–05—GS–11 II	GS–12—GS–13 III	GS–14—GS–15 IV	
General Support (DK)	GS–01—GS–04 I	GS–05—GS–08 II	GS–09 III		

Supervisory Level

This level indicates the nature of supervisory, team lead or non-supervisory responsibility assigned to a position. This selection list will not appear for positions in Band I where only non-supervisory duties exist. In those cases, the "Non-Supervisory" Level is automatically generated by the system to appear in the position description. A Non-Supervisory position performs technical, administrative or clerical duties; it does not include any supervisory or team leader duties. A Team Leader position performs technical and/or administrative duties along with duties associated with leading a team of other employees. A Team Leader position performs LEAD duties at least 25% of the time. A Supervisory position performs supervisory duties at least 25% of the time. If you select Supervisory or Team Leader, typical duties for these positions are automatically generated.

Duty Statements

Pre-classified duty statements were developed for the demonstration project and correspond to the selection of occupational family, series, pay band and supervisory level. There are up to three choices of duties that reflect the work typical of each pay level following different tracks within the pay family. Examples are the choice of either Applied Research, Development and Staff duty statements that are offered in the DB family.

Financial Disclosure Requirements

Based on the duties selected for the position, the PD must indicate if the position is covered by the requirements for financial disclosure. The Financial Disclosure Requirements selection indicates whether or not the incumbent must file an OGE 450, Confidential Financial Disclosure Report. DOD 5500.7-R, Joint Ethics Regulation specifies the incumbent is required to submit within 30 days upon entering the position and annually thereafter, an OGE 450, Confidential Financial Disclosure Report. The defaults are: "Yes" for those positions typically in pay bands that include grades GS-13 and above; and "No" for those pay bands that include grades GS-12 and below. To determine if a position is covered by the provisions of DOD 5500.7-R, Joint Ethics Regulation, the proponent office is either the Legal Office or the servicing CPAC..

FLSA Status

This pertains to an employee's entitlement to overtime pay as defined under the Fair Labor Standards Act (FLSA). Employee's positions are exempted from the provisions of FLSA based on the type of position and the nature of the work. All positions are presumed to be non-exempt unless it is determined that the employee clearly meets one or more of the exemption criteria. Exemption criteria falls into 3 categories; executive, administrative and professional. Detailed information can be found in 5 CFR 551. Positions properly classified at or below the GS-9 level equivalent will not usually meet any of the exemption criteria.

Pay Band I of any occupational family are non-exempt. Pay band II of any occupational family is typically non-exempt, but may contain some exempt positions. Positions in pay bands III, IV and V are usually exempt. The final review of the FLSA status will be made by the servicing CPOC. It is possible that the exemption status of an employee may change as they progress in the pay band. For example, interns hired in DB/DE II at the entry-level are initially non-exempt, but as their duties and responsibilities increase the exemption may change. This may require a revised PD.

FLSA STATUS
[Pay bands]

Occupational Family	I	II	III	IV	V
E&S (DB)	N	N/E	E	E	E
B&T (DE)	N	N/E	E	E	
GEN (DK)	N	N	E		

N—Non-Exempt from FLSA; E—Exempt from FLSA.
N/E—Exemption status determined on a case-by-case basis.
Note: Although typical exemption status under the various pay bands is shown in the above table, actual FLSA exemption determinations are made on a case-by-case basis.

Position Sensitivity Code
The Position Sensitivity Code is a designation of the level of risk associated with the position, based on an assessment of the degree of damage or adverse impact that the incumbent could have on/affect the national security or efficiency of the service. The default value is 2 - Non-critical Sensitive. Other selections include 1- Non-Sensitive or 3 – Critical Sensitive

Acquisition Workforce Code

You must select whether the position is either an Acquisition Workforce position or a Critical Acquisition position. If "Acquisition Workforce position" is selected, the following statement will be automatically be included in the body of the Position Description:

"The employee must meet Defense Acquisition Workforce Act (DAWIA) requirements applicable to the duties of the position."

You are then required to select a Level certification and an Acquisition Career Field. From a drop down menu the Level selection is based on the band (equivalent grade) of the position as follows:

LEVEL I - This level applies to positions formerly at grades 5-8, now Band II.

LEVEL II - This level applies to positions formerly at grades 9-12 which is now split between two bands. Grades 9 and 11 is are in Band II, grade 12 is in Band III

LEVEL III – This level applies to positions formerly at grades 13 and above, which are now split between two bands. Grade 13 is in Band III and grades 14 and 15 are in Band IV.

You are then required to select an Acquisition Career Field from the following choices:

Acquisition Career Fields:
- **A:** Program Management
- **C:** Contracting
- **D:** Industrial and/or Contract Property Management
- **E:** Purchasing
- **H:** Manufacturing & Production/Quality Assurance
- **K:** Business Cost Estimating & Financial Management
- **L:** Logistics

- **R:** Information Technology
- **S:** Systems Planning, Research Development & Engineering*
- **T:** Test & Evaluation

*(Note: Most engineering positions fall under S: Systems Planning, Research, Development and Engineering).

If "Critical Acquisition Position" is selected, the following statements will appear in the body of the Position Description. Critical Acquisition positions are defined as positions in grades 14 and above, which is now Band IV or positions in the DB-III whose salary is equivalent to GS-14 step 4.

"This is a critical acquisition position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference 10 U.S.C. 1733 and 1737).
- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.
- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or condition of employment.
     This critical acquisition position requires Level III certification in Acquisition Career Field _____. "

To complete this statement you must select from the following choices:

 Acquisition Career Fields
- **A:** Program Management
- **C:** Contracting
- **D:** Industrial and/or Contract Property Management
- **E:** Purchasing
- **H:** Manufacturing & Production/Quality Assurance
- **K:** Business Cost Estimating & Financial Management
- **L:** Logistics
- **R:** Information Technology
- **S:** Systems Planning, Research Development & Engineering
- **T:** Test & Evaluation\

Functional Code
Functional codes apply to the DB occupational family only. The Functional Code provides further description of the kinds of work activities for scientists or engineers and include: R for Research, D for Experimental/Systems Development, A for Technical Analysis, T&E Test and Evaluation, L for Laboratory Operations or M for Management. A narrative description of the Functional Codes for scientists and engineers in contained in Appendix 2 of the Introduction to the Position Classification Standards. These descriptions may be found at
http://www.opm.gov/fedclass/html/gsclass.htm

Full Performance Level
The Full Performance Level indicates whether the position is targeted at a higher pay band. For example, the target band for a DB-02 engineer is DB-03. This not applicable to incumbents who are at their target band.   The default selection is the current pay band.

Specialty Work Codes
Specialty Work Codes (SWCs) are descriptions of the skills, knowledge, abilities, and expertise required to perform the programs, projects and tasks assigned to the position. Each SWC code represents a specialization or type of work within the occupational family and series. They are listed in PET alphabetically by title for the DB and DE occupational families. A Specialty Work Code is not required for a DK position. An alphabetical listing of SWC's is available at:

      http://www.monmouth.army.mil/cerdec/PersDemo/main.htm

If you are building a new PD and there is no applicable SWC in the system, you will need to develop a new SWC following the format of the other, i.e. "Duties require the ability to…….." The SWC will be added to PET thru contact with your Demo Project Coordinator.

Remarks
This text area should contain any additional information necessary to complete the position description. The system allows the option of selecting none or as many statements as required from the checkbox list. One of the statements concerns ADP sensitive positions. This is generally non applicable, but the criteria for determining ADP sensitive positions is found in AR 380-67and can be obtained from the Security Office. Any additional remarks, those not covered in the checkbox statements, may be entered in the box titled Additional Remarks.

Additional Remarks
This text area should contain any additional information necessary to complete the position description. These additional remarks are those not covered in the selection list in the Remarks section.   For example, positions identified as "Management Officials," the following remarks should be added: ***"This position is designated as a management official. The incumbent exercises full authority and responsibility for formulating, determining or influencing policies."***

The final selection is **Generate Position Description**. You can print a hard-copy of this document as a reference for building the PD in FASCLASS, or you can copy and paste from this screen the necessary information into FASCLASS. Unfortunately, in FASCLASS you will also be prompted to complete certain data fields that you already completed in PET, but are not transferable to FASCLASS. The only information transferable to FASCLAS is the narrative text contained in the Specialty Work Code, Major Duties and Responsibilities and Remarks (if applicable). This text is pasted into the duties text box in FASCLASS.

When building the PD in FASCLASS you will be prompted to select the Classification Standards that was used to classify the position. You must select the applicable OPM Position Classification Standard that corresponds to the series of the position and the applicable Demo Classification Criteria. The choices are:

        CEC1, Demo Standard for DB – Engineers & Scientists, October 2002
        CEC2, Demo Standard for DE – Business & Technical, October 2001
        CEC3, Demo Standard for DK – General Support, October 2001